



RESUMIX

A NEW APPROACH TO STAFFING



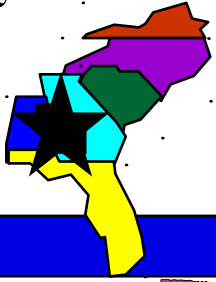
BACKGROUND

- **OSD PERSONNEL REDUCTIONS**
- **IMPLEMENTATION OF AUTOMATION INITIATIVES**
- **ARMY CONDUCTED STANDARDIZATION REVIEW**
 - **STANDARD PRODUCTS AND SERVICES**
- **RESUMIX MANDATED FOR USE ARMY-WIDE**

February 2000

WHAT IS RESUMIX?

Southeast Civilian Personnel Operations Center



- **A COMMERCIAL SOFTWARE PRODUCT**
- **AN ELECTRONIC SYSTEM THAT ACCEPTS AND STORES RESUMES FOR QUICK ACCESS**
- **AN AUTOMATED RANKING AND REFERRAL SYSTEM**



RESUMIX COVERAGE



■ RESUMIX WILL BE USED FOR ALL
POSITIONS ANNOUNCED UNDER
MERIT
PROMOTION PROCEDURES

■ RESUMIX WILL NOT BE USED FOR:

- DELEGATED EXAMINING UNIT
- MANDATORY DA CAREER

REFERRALS

- PRIORITY PLACEMENT PROGRAM

HOW THE SYSTEM WORKS

- **EXTRACTS SKILLS, EDUCATION & WORK HISTORY FROM RESUMES**
- **MATCHES APPLICANT DATA WITH SEARCH CRITERIA**

RESUMIX ADVANTAGES

- **FASTER JOB FILLS**
- **SKILLS DRIVEN**
- **CONSISTENCY**
- **ONE TIME RESUME**

- **LESS WORK FOR APPLICANT AND MANAGER**
- **CUTTING-EDGE TECHNOLOGY**
- **QUICK TURN AROUND**



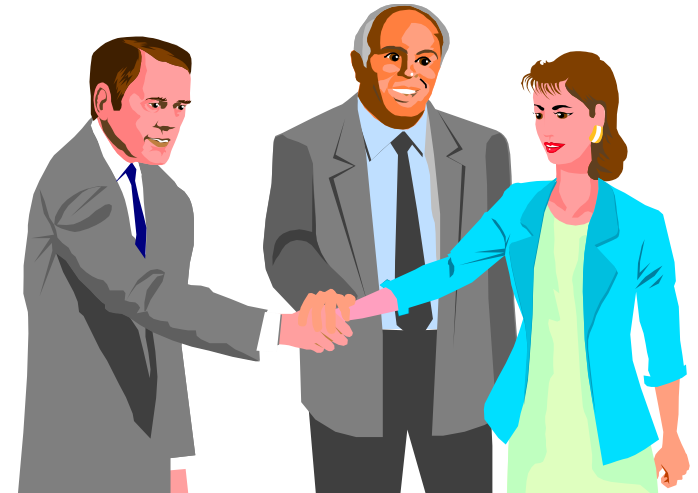
KEY PLAYERS

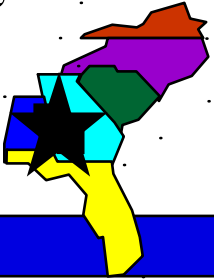
■ **APPLICANT**

■ **MANAGER/SELECTING OFFICIAL**

■ **CPAC**

■ **CPOC**



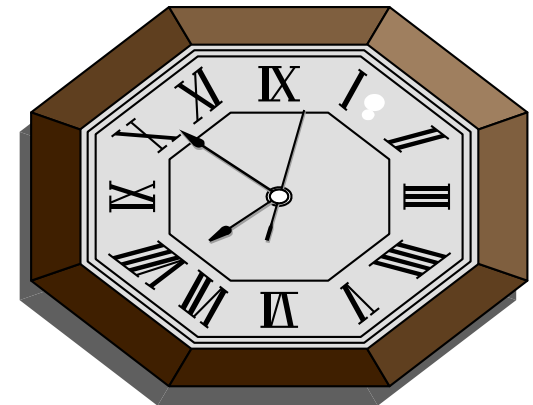


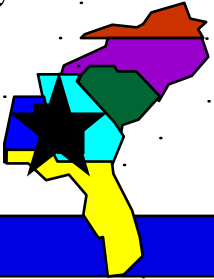
THE DATA CALL



■ INITIAL RESUME

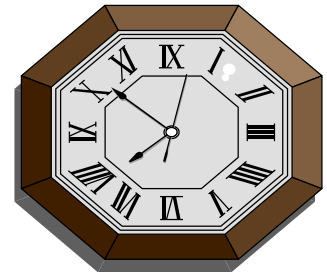
- APPLICANTS SHOULD NOT WAIT
UNTIL AN ANNOUNCEMENT IS
PUBLISHED TO SUBMIT A RESUME

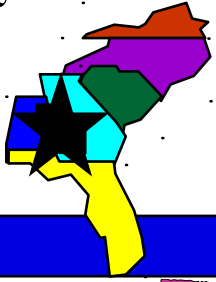




PREPOSITIONED RESUMES

- **SAVE TIME**
- **AVOID LAST MINUTE RUSH TO PREPARE RESUME TO MEET CLOSING DATE**
- **MODIFICATION OF RESUMES TO SUIT VARIOUS JOBS CAN LEAD TO NON-REFERRAL**
- **NEW RESUMES REPLACE PREVIOUS ONES**
- **OTHER SITES/REGIONS REQUIRE THEM**





PREPARING A RESUME

- REVIEW JOB KIT
- PLAN YOUR RESUME
- CONCENTRATE ON ENHANCING
CAREER GROWTH
- IDENTIFY EXPERIENCE THAT
WILL HELP ACHIEVE YOUR
GOALS

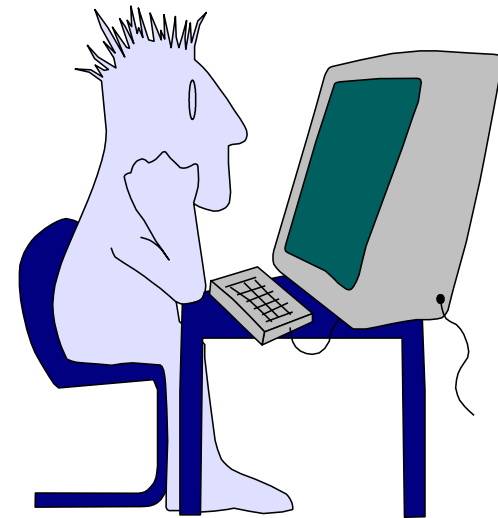


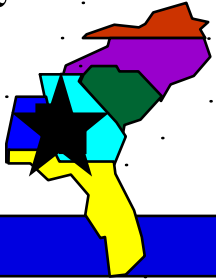
PREPARING A RESUME

CONTINUED

- **AVOID FLOWERY LANGUAGE**

- **USE TERMS GENERALLY
RECOGNIZED IN THE
OCCUPATION**





APPLICATION PROCEDURES

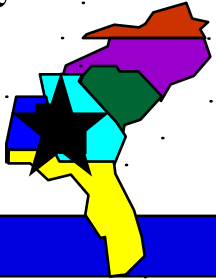


RESUME

- NO MORE THAN 3 PAGES
- SUPPLEMENTAL DATA SHEET (WHEN APPLICABLE)
- NO OTHER DOCUMENTS

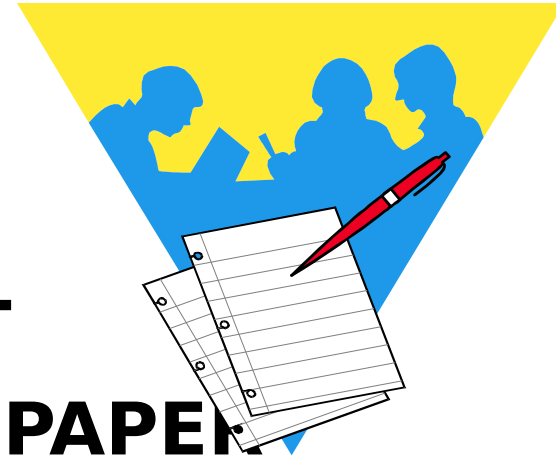
■ EXTERNAL APPLICANTS SUBMIT SUPPLEMENTAL DATA

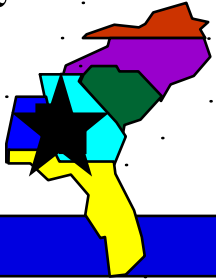
■ DOCUMENTATION PROVIDED UPON OFFER



RESUME REQUIREMENTS

- NO MORE THAN THREE PAGES
- CLEAN
- TYPED
- SPELL CHECKED ORIGINAL
- STANDARD LETTER SIZED PAPER





RESUME FORMAT

■ **NAME**

■ **SOCIAL SECURITY NUMBER**

■ **HOME/EMAIL ADDRESSES**

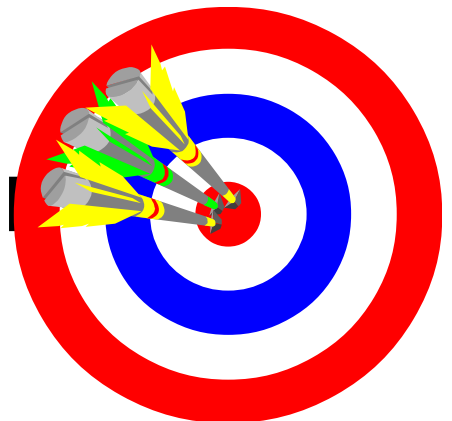
■ **HOME/WORK PHONE NUMBER**

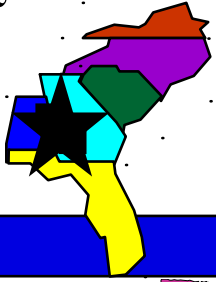
■ **TYPING/STENO SPEED**



EXPERIENCE

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RESUME FORMAT

(CONTINUED)

■ **EDUCATION**

■ **TRAINING**

■ **AWARDS**

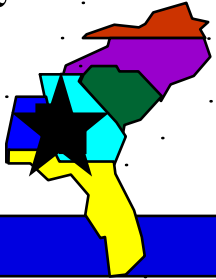
■ **LICENSES/CERTIFICATES**

■ **OTHER INFORMATION**



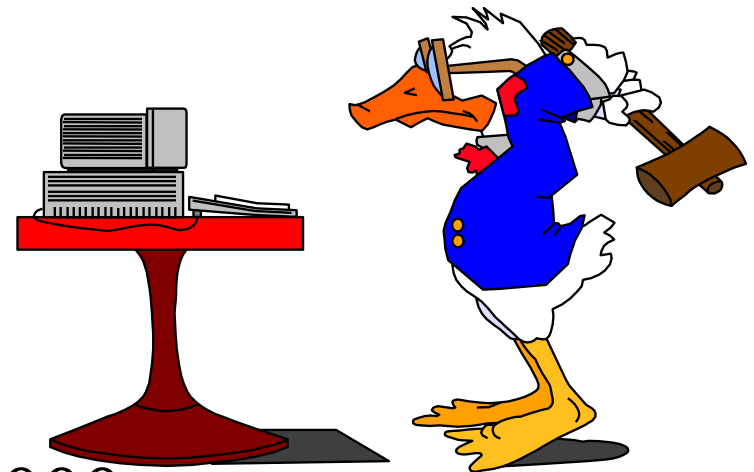
RESUME CERTIFICATION

■ ALL RESUMES SHOULD INCLUDE THE FOLLOWING DATED STATEMENT:
“I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE AND MADE IN GOOD FAITH.”



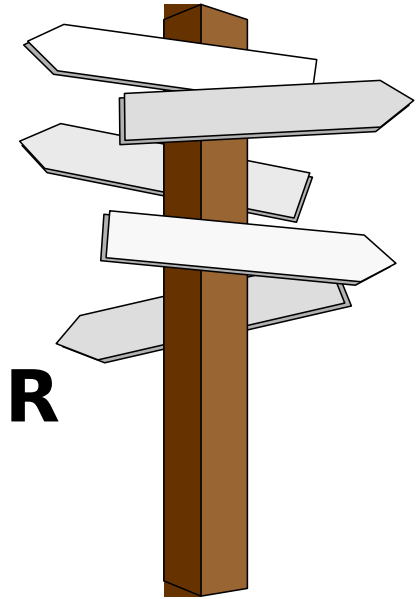
WHEN TO SUBMIT A NEW RESUME

- **PERMANENT CHANGE IN STATUS**
- **POSITION HAS BEEN RECLASSIFIED**
- **ADDITIONAL EDUCATION OR TRAINING**
- **NAME CHANGE**



WHEN TO SUBMIT A NEW RESUME (CONTINUED)

- **CHANGE OF ADDRESS
(HOME OR WORK)**
- **CHANGE OF PHONE NUMBER
(HOME OR WORK)**
- **SUBMISSION OF A NEW RESUME
WILL
REPLACE THE CURRENT ONE ON FILE**



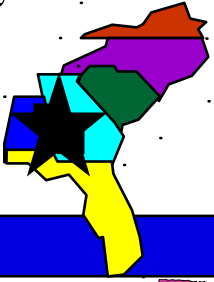
INACTIVATION OF RESUMES



REASONS FOR INACTIVATION

- Acceptance of an offer
- Employee's retirement resignation
- One year from the date of the employee's request resume acceptance/verification notice (External Applicants Only)
- Declination of an offer
- Employee's resignation
- At the employee's request
- False information provided

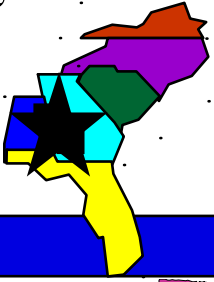
■ **APPLICANTS MAY RE-ACTIVATE WITH A NEW
RESUME**



SELF-NOMINATION

- **WHAT IS SELF-NOMINATION**
- **WHEN TO SELF-NOMINATE**
- **HOW TO SELF-NOMINATE**
- **WHERE TO SUBMIT SELF-NOMINATIONS**





SELF-NOMINATION FORM



SUBMIT ONE SELF-NOMINATION FOR EACH ANNOUNCEMENT

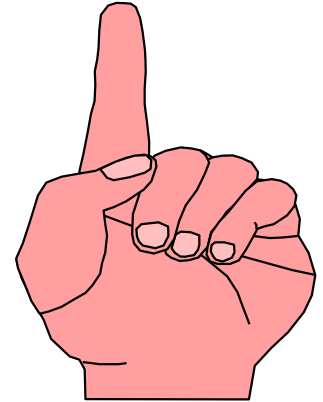
☐ **NAME/SOCIAL SECURITY NUMBER**

☐ **ANNOUNCEMENT NUMBER**

☐ **POSITION TITLE, SERIES AND GRADE**

☐ **LOWEST ACCEPTABLE GRADE**

☐ **RETAINED GRADE/REPROMOTION ELIGIBILITY**





SUBMISSIONS



■ **E-MAIL:**
RESUME@CPOCSEAR.ARMY.MIL

■ **MAIL: SECPOC**
RESUMIX OFFICE, ROOM 111
BUILDING 6, MELOY HALL
FORT BENNING, GA 31905

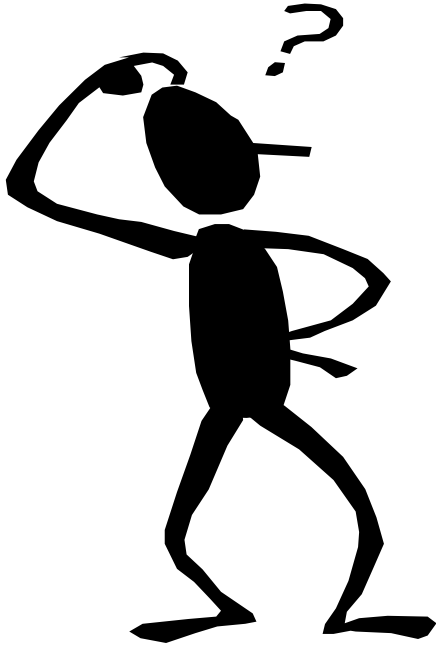
APPLICANT RESPONSIBILITIES

■ **SUBMIT NEW RESUME WHEN
NECESSARY**

■ **SELF-NOMINATE FOR SPECIFIC
JOB ANNOUNCEMENTS**



NOTIFICATIONS



- NOTICE OF ACCEPTANCE
- NOTICE OF REJECTION
- NOTICE OF
RATING/RESULTS

THE RESUME PROCESS

EMPLOYEES

- Review Job Kits
- Prepare and forward resumes to the SECPOC

SECPOC

- Receives resumes
- Performs initial review for acceptability

NOT ACCEPTABLE

- Sends notices to applicants to let them know that their resume was not acceptable

ACCEPTABLE

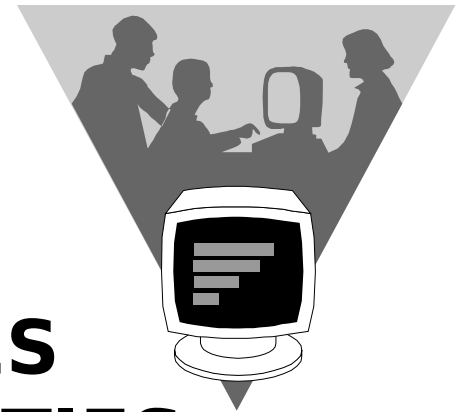
- Processes and verifies resumes
- Performs verification and enters into the database
- Sends notifications to employees to advise that resumes were accepted
- Resumes are stored in active status until applicant changes jobs, submits another resume or requests that file be deleted

FOR MORE INFORMATION

**CHECK OUT DEPARTMENT OF THE ARMY'S
CIVILIAN PERSONNEL ON LINE HOME PAGE:**

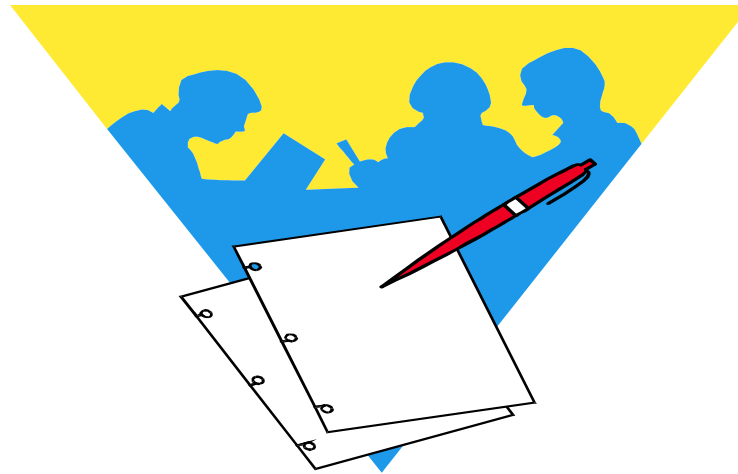
CPOL.ARMY.MIL

**PROVIDES LINKS TO:
DA RESUME BUILDER
REGIONAL HOME PAGES
FEDERAL JOB OPPORTUNITIES
LAWS, REGULATIONS, POLICIES
.....AND MUCH MORE.**



MANAGER/SELECTING OFFICIAL

- **MANAGEMENT BEGINS THE
PROCESS BY SUBMITTING
THE RECRUITMENT REQUEST**





RECRUITMENT REQUEST

■ POSITION REQUIREMENTS

- SECURITY CLEARANCE, TDY...MAXIMUM ENTRY AGE
- SELECTIVE PLACEMENT FACTOR?

■ OTHER INFORMATION

- PROPOSED RECRUITMENT SOURCE(S)
- PCS/RELOCATION EXPENSES PAID?
- SELECTING OFFICIAL/POC PHONE # AND EMAIL ADDRESS

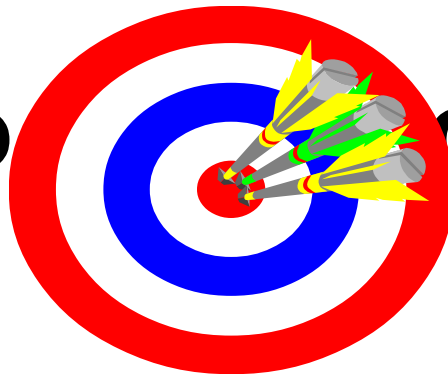
SKILLS SEARCH CRITERIA



■ ALL SKILLS MUST BE SUPPORTED BY

THE DUTIES AND RESPONSIBILITIES

IDENTIFIED JOB DESCRIPTION



SKILLS SEARCH CRITERIA

(CONTINUED)

■ REQUIRED SKILLS - “MUST HAVE” SKILLS
THAT AN APPLICANT MUST POSSESS TO SUCCESSFULLY PERFORM THE DUTIES OF THE POSITION.

■ DESIRED SKILLS - “NICE TO HAVE” SKILLS

SKILLS SEARCH CRITERIA

(CONTINUED)



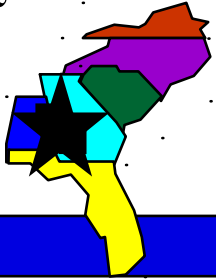
■ SECPOC CONDUCTS SKILLS
SEARCH

USING THE JOB DESCRIPTION

■ PROVIDES SEARCH RESULTS TO
MANAGEMENT

■ MANAGEMENT APPROVES
CRITERIA

AND RETURNS TO SECPOC



REQUIRED AND DESIRED SKILLS

REQUIRED SKILLS

- Professional Engineering
- Instrument Systems Design
- **Computer Aided Design**

DESIRED SKILLS

- Systems Testing
- Acceptance Testing
- Proposal Evaluation
- Shop Drawings
- Facility Design
- Communications Systems
- Intrusion Devices
- Systems Programming
- Test and Evaluation
- Research Planning
- Inventory Management

- Proposal Evaluation

SKILLS SEARCH RESULTS



Candidates Matching

1 candidate - 10 (desired)
skills

1 candidate - 4 (desired)
skills

■ **ACCEPT LIST?**

■ **ADJUST REQUIRED/DESIRED**

ADJUSTED REQUIRED AND DESIRED SKILLS

REQUIRED SKILLS

- Professional Engineering
- Instrument Systems Design



Southeast Civilian Personnel Operations
 Center

DESIRED SKILLS

- Systems Testing
- Acceptance Testing
- Proposal Evaluation
- Facility Design
- Communications

Systems

- Systems
- Programming
- Test and Evaluation
- Research Planning
- Inventory

Management

- Proposal Evaluation

Problem Solving

- Computer Aided

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ADJUSTED SKILLS SEARCH

RESULTS



Candidates Matching

1 candidate - 11 skills

3 candidates-10 skills

1 candidate - 9 skills

1 candidate - 8 skills

4 candidates-7 skills

1 candidate - 5 skills

3 candidate - 4 skills

1 candidate - 3 skills

4 candidate

3 candidate

2 candidate


REFER ENTIRE LIST OF TWENTY-FOUR CANDIDATES OR DETERMINE A NATURAL BREAK TO REFER FEWER

DESIRED SKILLS ONLY

DESIRED SKILLS

- Systems Testing
- Acceptance Testing
- Proposal Evaluation
- Facility Design
- Communications

Systems

- Systems

Programming

- Test and Evaluation
- Research Planning
- Inventory

Management

- Proposal Evaluation

- Problem Solving

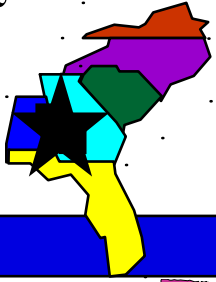


SKILLS SEARCH RESULTS

Candidates Matching

1 candidate - 11 skills	4 candidates - 7 skills	4
3 candidates - 10 skills	1 candidate - 5 skills	3
1 candidate - 9 skills	3 candidate - 4 skills	2
1 candidate - 8 skills	1 candidate - 3 skills	
1 candidate - 2 skills		
1 candidate - 1 skill		
1 candidate - 0 skills		

DETERMINE CANDIDATES THAT MATCHED 51% OR MORE OF THE DESIRED SKILLS TO REFER AS BEST QUALIFIED



REFERRALS



■ CONTAINS APPLICANTS

- INTERESTED IN THE POSITION
- WHO MET THE BASIC ELIGIBILITY/ QUALIFICATIONS REQUIREMENTS OF THE POSITION
- WHO MET ALL THE REQUIRED SKILLS OR 51% OR MORE OF THE DESIRED SKILLS





REFERRALS

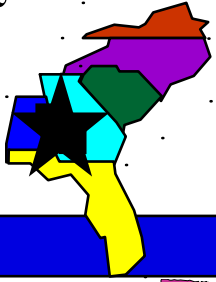
(CONTINUED)

■ MAY CONSIST OF SEVERAL
SOURCES

■ NAMES ARE LISTED IN



■ REFERRAL RESUMES, AND
ALPHABETICAL ORDER
NON-SELECT LETTERS ARE
E-MAILED TO THE MANAGER
AND



JOB OFFERS

■ CPAC

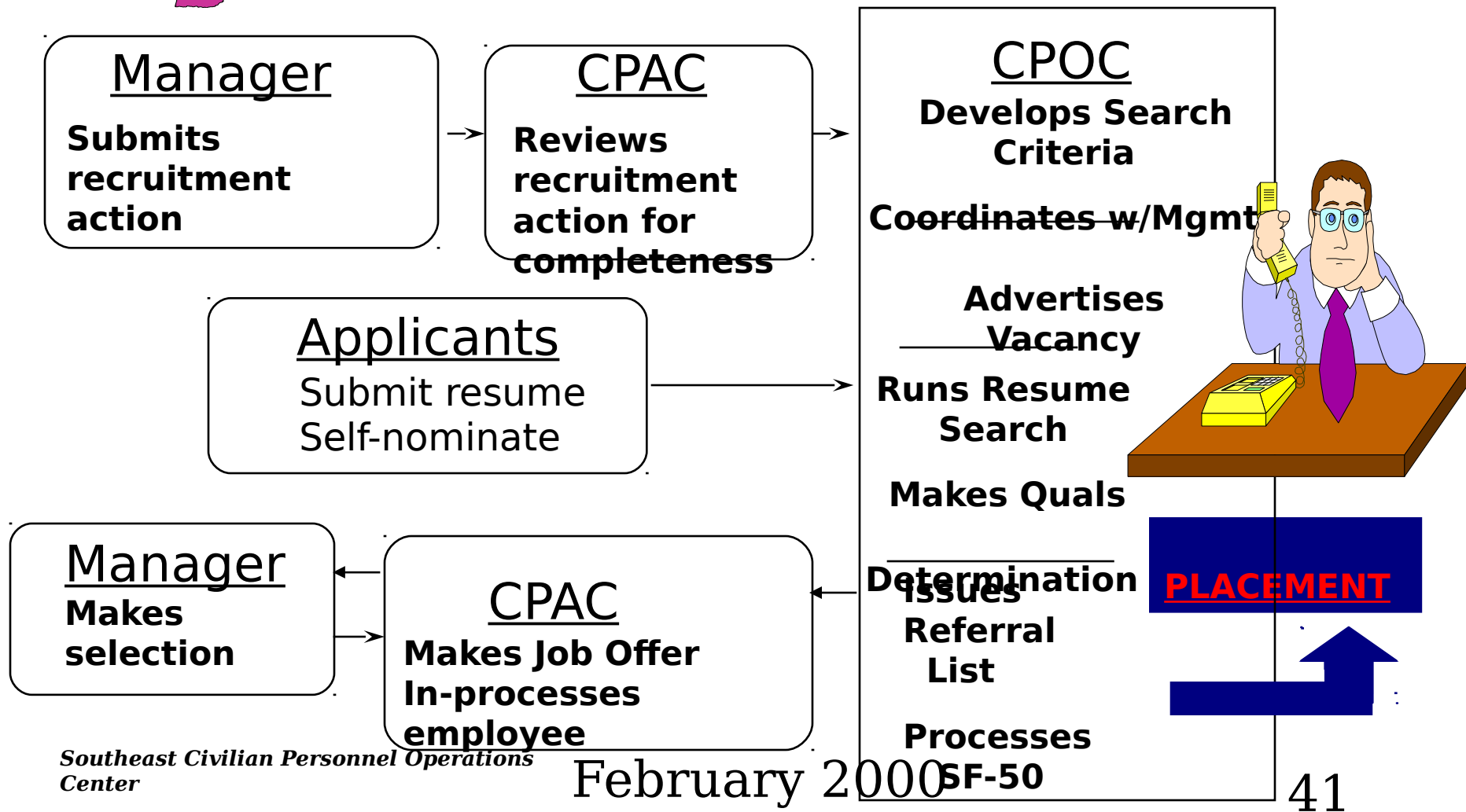
- MAKES TENTATIVE JOB OFFERS
- OBTAINS SUPPORTING DOCUMENT(S)
- COORDINATES, ESTABLISHES EOD

■ SECPOC (AS APPLICABLE)

- VERIFIES ELIGIBILITY AND THAT EDUCATION REQUIREMENTS ARE MET PRIOR TO CONFIRMATION OF EOD



THE RECRUITMENT PROCESS



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